

SAEC Leadership Committee Meeting Minutes

August 3, 2021

9:15AM – 10:15AM

College of the Sequoias: Sequoia Room 1

915 South Mooney Blvd. Visalia, CA 93277

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Joint Unified School District; Victoria Guzman, Cutler Adult Education; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 9:15am by Heather Keran 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established - Yes 	
1.3	Welcome and Introductions		
2	Review and approval of Minutes from 05/20/21	<ul style="list-style-type: none"> ● Approval of minutes from May 20, 2021 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Amalia Lopez, Lindsay Adult School Cutler-Orosi Adult Education Center Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstain: No ➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● No comments 	
4	Information Items		
4.1	WIOA II – Heather Keran	<ul style="list-style-type: none"> ● New legislation that you have to verify your completers <ul style="list-style-type: none"> ➤ Program from graduation, ASAP list of completers or a list in TOPsPro ➤ Noticed that FPM packet is asking for a more specific details in graduation than CIP ● Due dates for WIOA are not being flexed anymore 	

		<ul style="list-style-type: none"> ● Courses need to be approved by the state <ul style="list-style-type: none"> ➢ Link is in OTAN to do it electronically ➢ A22 needs to go to your school board for approval 	
4.2	Site Visits for Amalia – John Werner	<ul style="list-style-type: none"> ● Would like to have Victoria and Amalia see other sites <ul style="list-style-type: none"> ➢ VUSD needs to get approval for visitors ➢ If sites have dates that they can visit let John know so he can add them to the PD calendar or schools can add it themselves <ul style="list-style-type: none"> ▪ Schools need to state what you will be showing visitors (ESL, CTE etc) ➢ Each school has different visitor policies 	
4.3	2020.21 Q4 Fiscal Reporting	<ul style="list-style-type: none"> ● Getting requests to unlock budgets from last year <ul style="list-style-type: none"> ➢ After change the superintendent needs to submit it ● Everyone is currently submitting Q4 ● John Werner went over NOVA 	
4.4	2021-22 CAEP Budget and Workplan Development – John Werner	<ul style="list-style-type: none"> ● No discussion 	
4.5	Digital Badging – John Werner	<ul style="list-style-type: none"> ● Need to know how many ESL students each site had last year and what you think it will be this year 	
4.6	Professional Development – John Werner	<ul style="list-style-type: none"> ● South Valley Regional Adult Education Professional Development Event 2021-2022 <ul style="list-style-type: none"> ➢ August 10th starting at 8:30am ➢ Information on sessions will be available on the SAEC Website ➢ When it is over we will replace links with the video recordings and handouts 	
4.7	Go-Synergy Referrals – John Werner	<ul style="list-style-type: none"> ● Bring back to next meeting 	
4.8	SAEC Adult Ed Navigators Fall 2021-2022 Schedules – John Werner	<ul style="list-style-type: none"> ● Navigator schedules were handed out to leadership <ul style="list-style-type: none"> ➢ If any problems they will follow up with John Werner 	

4.8	Paths to Success – John Werner	<ul style="list-style-type: none"> ● Handed out flyer to leadership <ul style="list-style-type: none"> ➤ To help students understand where they are and what they can do ➤ Not for any specific program ➤ Will need to change long term CTE to short term 	
4.9	Program Area Committee Meeting Dates – John Werner	<ul style="list-style-type: none"> ● Reminder of Meetings <ul style="list-style-type: none"> ➤ ESL: 1:30pm – 3:0pm <ul style="list-style-type: none"> ▪ October 1, 2021 ▪ December 3, 2021 ▪ February 7, 2022 ▪ April 25, 2022 ➤ ABE/ASE: 1:00pm – 3:00pm <ul style="list-style-type: none"> ▪ September 27, 2021 ▪ November 1, 2021 ▪ February 28, 2022 ▪ April 25, 2022 ➤ AWD <ul style="list-style-type: none"> ▪ Merge with Tulare-Kings LPA ▪ 9//30/20: 9:00am – 10:30am 	
4.10	SAEC Data Community of Practice Meeting Dates for each quarter	<ul style="list-style-type: none"> ● Reminder of Meetings (Virtual) <ul style="list-style-type: none"> ➤ Data Community of Practice meeting dates <ul style="list-style-type: none"> ▪ Q1: 10.22.21 @ 11:00am ▪ Q2: 01.21.22 @ 11:00am ▪ Q3: 04.29.22 @ 11:00am ▪ Q4: 07.08.22 @ 11:00am ➤ For lead management and data person 	
4.11	CAEP Data and Reporting Tool – John Werner	<ul style="list-style-type: none"> ● https://resources.caladulthood.org/data-reporting-tool <ul style="list-style-type: none"> ➤ It is a handy tool on the website 	
4.12	Due Dates – John Werner	<ul style="list-style-type: none"> ● https://caladulthood.org/DueDates 	
4.13	Next Leadership Committee Meeting Agenda – Heather Keran	<ul style="list-style-type: none"> ● Next meeting will be 08/26/21 at 3:00pm <ul style="list-style-type: none"> ➤ Debrief professional conference ➤ Keep CAEP budget on it ➤ Virtual meeting 	
4.14	Next SAEC Board Meeting on 9.07.21	<ul style="list-style-type: none"> ● Next meeting 09/07/2021 <ul style="list-style-type: none"> ➤ Virtual meeting 	
5	Action Items		

5.1	SAEC Leadership Committee Co-Chair Selection 2021.2022	<ul style="list-style-type: none"> ● Leadership Committee Co-Chair Selection 2021.22 <ul style="list-style-type: none"> ➤ 1 college co-chair, 1 K12 AE co-chair 	<ul style="list-style-type: none"> ● Motioned to approve Heather Keran and Jonna Schengel as SAEC Leadership Co-chairs by Tami Olson, Visalia Adult School ● Seconded by Amalia Lopez, Lindsay Adult School Cutler-Orosi Adult Education Center Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstain: No ➤ Motion Carried
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 10:37am 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Joint Unified School District Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstain: No ➤ Motion Carried